

CONFIDENTIAL

D.

MONTHLY REPORT - MAIL CONTROL SECTION

February 1953

	<u>THIS MONTH</u>	<u>TO DATE*</u>
<u>1. Incoming Mail:</u>		
(a) Delivery by Post Office	17,082	156,133
(b) Picked up from Post Office by Courier	2,938	19,548
(c) Picked up from City by Courier	4,466	30,364
(d) Letters:		
Reviewed	4,562	44,867
Recorded	373	3,597
(e) Undeliverable (held in Mail Room)	38	38
<u>2. Outgoing Mail:</u>		
(a) Pick up by Post Office	9,758	90,964
(b) Deposited in Post Office by Couriers	14,004	120,953
(c) City deliveries	6,368	47,031
(d) Penalty indicia used		
(1) CIA	2,468	18,827
(2) FBIS	5,086	43,438
(3) SSU	4	26
(e) Postage expended	\$3,086.14	\$26,366.81
<u>3. Courier Service</u>		
	938	7,432 1/2
(a) Scheduled Trips		
(b) Special Trips - within Agency	198	751
(1) Delivered by foot	110	473
(2) Delivered by vehicle	88	278
(c) Other Agency's	114	723
(d) Trips outside area	5	33
(1) Total time	51 hrs. 35 min.	97 hrs. 05 min
<u>4. File Activity:</u>		
(a) Checking courier receipts	18	277
(1) Total time	6 hrs. 25 min	51 hrs 55 min
(b) Request for Administrative Files	12	166
(1) Requests filled	8	113
(2) Requests unfilled	4	43
<u>5. Recruitment</u>		
(a) Couriers		
(b) Mail Clerks		
(c) Messengers		
<u>6. Separations:</u>		
(a) Couriers		
(b) Mail Clerks		
(c) Messengers		

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* The figures in this column will revert to 0 at the beginning of each fiscal year.
** Adjusted figure

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MONTHLY REPORT - DISTRIBUTION

FEBRUARY 1953

THIS MONTH TO DATE *

1. <u>INTELLIGENCE & INFORMATION REPORTS</u>	1952	1953	
a. Request for Supplemental Distribution	358	312	2237
b. Intelligence Reports:			
Received (Copies 3890)	2599	200	6852
Distributed (Copies 1690)	366	625	6126
Returned " 205	1132	106	3575
c. Information Reports			
Received (Copies 3418)		3418	16904
Distributed (Copies 1585)	821	1266	10210
 2. <u>ADMINISTRATIVE ISSUANCES</u>			
a. Request for Supplemental Distribution		55	415
b. Regulations			
(1) Initial Distribution			
(Copies 2014)	3	4	38
(2) Supplemental Distribution			
(Copies 995)		980	4768
c. Notices			
(1) Initial Distribution			
(Copies 28286)	9	14	128
(2) Supplemental Distribution			
(Copies 589)		40	1529
d. Other			
(1) Initial Distribution (Copies 19645)	2	4	14
(2) Supplemental Distribution			
(Copies 43)		11	385

* The totals in the "TO DATE" column will revert to 0 at the end of each fiscal year and, starting with July 1952, will always reflect cumulative totals for the fiscal year of the report.,

** The July through September total of information reports received- is included in the total of Intelligence Reports received

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MONTHLY REPORT - RECORDS CENTER

FEBRUARY 1953

THIS MONTH TO DATE*

1. Records Storage (all figures in cubic feet)

(a) Received	365	1157.2
(b) Destroyed	34	70
(c) Storage Space: (Total)	6400	
Records	2923	
Dist. Material	3167	
Committed	310	
Available	0	

2. Records Reference

(a) Service Requests	145	933
(b) Items on Requests	510	7069

3. Inter-Agency Reference Service

(a) Requests	4	18
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* The totals in the "To Date" column will revert to 0 at the end of each fiscal year and after June 1952, will always reflect the cumulative totals for the fiscal year of the report.

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Security InformationMICROFILM PROJECTS
FEBRUARY 1953

THIS MONTH

TO DATE

1. Projects Pending

a. Entire Records Group	6	
b. Record Group Acquisitions	4	

2. Projects in Process and Completed

a. Entire Records Group		
(1) In Process	1	
(2) Completed	5	39
b. Record Groups Acquisitions		
(1) In Process	2	
(2) Completed	2	36
c. Images Filmed (Total)	73,738	2,051,385
(1) Rotary Camera	43,871	666,843
(2) Flatbed Camera	29,867	383,442
d. Reels (100 ft.)		
(1) In Process	24	
(2) To Be Reviewed	0	
(3) Reviewed	25	646

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See APPENDIX C Jan. Report

E.

WORK IMPROVEMENT PROJECTS

Project 1-53 - Rearrange and properly index distribution material.

85% complete.

Project 2-53 - Refile unbound information reports in properly indexed folder.

85% complete.

Project 3-53 - Conversion to the revised card in the Intelligence Report inventory control file.

10% completed.

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